
Meeting Minutes
District Contract Compliance Managers' Meeting:
December 9-10-11, 2003
Tallahassee

This is a statewide meeting and minutes will be posted on the State Construction Office website

Attendees: Listed at end of Minutes

Tuesday, December 9, 2003
8:30 am-4:00 pm

Chair: Tom Akers, Business Innovations

Handouts: (none)

1. This was a one-day hands on training session on the use of BizTrak by District Compliance offices to
 - Find and review contractor-entered data
 - Generate ad-hoc reports of contractor data
2. What is BIZTRAK:
 - Allows compliance to manipulate data and run reports
 - Is accessible only to District Compliance staff & EO Offices
 - Used for ad hoc reporting
3. Review of BIZTRAK Main Menus and Sub-Menus
 - BUSINESSES
 - All firms ready & willing to do business-based on bidders' list
 - Compliance register data is here
 - Contractor EEO Data here
 - OJT banked credits
 - Able to run labels from here
 - ROAD & BRIDGE CONTRACTS
 - All consultant & construction contracts
 - All payments posted by primes
 - All OJT data & hours entered by contractors
 - Extracted Transport, CICS, procurement systems data stored here
 - OTHER CONTRACTS
 - Developed for purchasing dept to monitor DBE MBE program
 - EXTERNAL DATA LINKS
 - Where data is pulled in from other systems
 - REPORTS AND LETTERS
 - Canned reports
 - Customized reports
 - Custom letters can be generated from here
 - TECHNICAL SUPPORT/HELP DESK
 - Used for sending email questions to Business Innovations

4. Various modifications and enhancements to the system are possible which could improve usefulness to contractors and compliance staff.

Wednesday, December 10, 2003

9:00 am-3: 30 pm

Chair: Sylvia Barge

Agenda: to be provided prior to adjournment

Handouts: Equal Opportunity Quality Assurance Monitoring Plan , dated 11/26/03
Strategically Speaking' by L, Ferguson-
"Executive Board Adopts Business Model Implementation Plan"
Equal Opportunity Office Strategic Plan (10/15/02)
Equal Opportunity Office Work Activity Expectations 2003-2004
Form 275-010-13, Contract Compliance Administration Field Office Review
FHWA Executive Summary: Highway Cost Allocation Study
State and Federal Gasoline Excise Tax Rates, Fiscal Year 2000

1. Workbook

- A. A grammatically edited version will be issued January 2004.
- B. The Jan. 2004 issue of the workbook will not reflect program changes such as 'certification of compliance' will not be incorporated into the Workbook until the Specifications are updated. Target date for this specification change is July 2004.
- C. Discussion of changes proposed to Section 1.5, which would limit performance deficiency to non-submission of documents.

Action items: Sylvia Barge will discuss with Art Wright, scope of situations warranting issuance on Non Compliance Communications (e.g. failure to submit documents, violation of contract provisions FHWA 1273, OJT Special Provisions

2. Quality Assurance Monitoring Plan

- A. Three Primary areas and monitoring activity (method and frequency) expectations reviewed.
- B. Mark Wright will issue a separate Monitoring Plan for Wages and Payroll
- C. Critical Requirements and Compliance Indicators are not delineated

3. Compliance Reviews

- A. District 1 and 3 compliance reviews were circulated for review relevant to organization of data and attachments.
- B. Relevant back up data/summaries/analysis should accompany Compliance Review reports
- C. Timely scheduling of Reviews and timely submission of reports was emphasized.
- D. Include a review of compliance elements, which are included in the current program/ or the future certification (e.g. EEO Meetings, recruitment record keeping,
- E. Districts may review use of RCS's for possible support of compliance review work
- F. It is noted that the frequency and contract dollar criteria for conducting compliance reviews has changed allowing more compliance reviews to be conducted in the current environment

4. Contract Compliance Administration Field Office Review (275-010-13)

- A. The Districts agreed that the form is obsolete. It will not be updated until the Certification of Compliance process comes in to effect mid-2004.
- B. Districts should amend the form as appropriate to current program requirements.

5. Equal Opportunity Strategic Plan

- A. Tier 2 of Statewide Functional Plans for implementation of the DOT Business Model)
- B. Tier 3 Unit Plans that support the Statewide Functional Plan are. These are due 7/1/2004

6. Group development of Mission Statement, Goals & Objectives for Contract Compliance produced the following:

Mission: Assure Equal Employment Opportunity compliance in Federal and State construction contracts

Goal: 1. Ensure compliance with FHWA 1273

Objectives:

1.1 To assist the highway construction industry to develop a more diverse workforce

1.2. To ensure the contractors develop an effective affirmative action plan

1.3. To ensure due wages are paid to contractors workforce

Goal 2. Ensure compliance with 49 CFR Part 26

2.1 Monitor measures that evaluate effectiveness in achieving appropriate goal

2.2 Monitor the submission of the Anticipated DBE Participation Statement

Thursday, December 11, 2003

9:00 am-11:00 am

Attendees (see attached)

Chair: Sylvia Barge

1. Discussion of enhancement requests for the EOR System

2. EO Office is receiving a large amount of Certification of Plan Adoption documents.

3. Introduction of Kathleen McDaniel, Title VI Coordinator, Equal Opportunity Office

A. FHWA has been contacted to present Title VI/VIII training in Florida

B. A consultant is now available for EO training for FDOT and Contractors. The cost for this training will be paid by the organization, which requests it.

EEO Consultants, Inc.

Cindy Mattson, President and CEO

3081 E. Commercial Blvd, Second Floor

Ft. Lauderdale, FL 33308

4. Terry Watson-DBE Program Specialist, Equal Opportunity Office

A. Assessments are being conducted to determine contractor compliance with DBE Affirmative Action commitments.

B. Group discussion of relationship between Title VI reviews and Compliance Reviews.

C. FTBA and DOT are establishing a committee to review DBE utilization

5. Awarding Credit for fulfillment of OJT requirements under new OJT Special Provisions:

A. A contractor may request a 'credit' for their effort to fulfill the number of OJT requirements on their contract if, due to no fault of their own, they are unable to fulfill the training requirements.

B. The award of 'credit' will be based on the District Compliance Manager's evaluation, near the end of the contract, of the contractors' good faith efforts to fulfill the OJT requirements.

C. Trainees pursued for banking purposes cannot be 'credited'. Banking Certificates are issued only when hours and proficiency demonstrations are fulfilled.

6. AI Borders, DBE Supportive Services

A. Re advertisement of the current contracts is required. Contracts will be extended to Dec. 2004

B. Development of Strategic Business Plans will be a new service included in these contracts; a flat fee bonus may be awarded to the providers for each plan, which is developed.

7. John Goodman, DBE Certification Manager

- a. Many changes in Certification requirements and systems
- b. UCP is moving forward and FDOT is responsible for the entire directory

8. The January 2004 DCCM Meeting has been cancelled

9. Payroll and Wages (Mark Wright)

- a. Payrolls are due to Compliance staff seven (7) days after the normal pay date;
- b. Payrolls are required from all contractors provided the main FAP contract amount is \$2,000 or above

MEETING ATTENDEES

Office	ATTENDEE	TITLE	12/9/03		12/10		12/11
			Am	Pm	Am	Pm	Am
Equal Opportunity	Sylvia Barge	State Contract Compliance Administrator	X		X	X	X
State Construction	Mark Wright	Prevailing Wage Coordinator	X	X	X	X	X
District 1	Jacquelin Brown	District Compliance Specialist	X	X	X	X	X
	Roxann Lake	District Compliance Specialist	X	X	X	X	X
	Cecilia Speight	District OJT Coordinator	X	X	X	X	X
District 2	Brenda Crews	District Contract Compliance Manager	X	X	X	X	X
	Susan Crews	Compliance Support Specialist	X	X	X	X	X
District 3	Wanda Syfrett	District Contract Compliance Manager					
	Brenda Ringer	District Compliance Specialist	X	X	X	X	
	Cindy Cross		X	X			
District 4	Marty Anderson	District Contract Compliance Manager	X	X	X	X	X
	Adrienne Brown	District Compliance Specialist	X	X	X	X	X
District 5	Morris Scott	District Contract Compliance Manager	X	X	X	X	X
	Geneva Clarke	District Compliance Specialist	X	X	X	X	X
District 6	Stan Ford	District Contract Compliance Manager	X	X	X	X	X
	Anita Trento	District Compliance Specialist					
District 7	Joyce Joliff	District Contract Compliance Manager	X	X	X	X	X

	Tyrone Reddish	District Compliance Specialist	X	X	X	X	X
Turnpike	Lloyd Miller	Dist. Contract Compliance Mgr	X	X	X	X	X